



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

AUTOMOTIVE EQUIPMENT OPERATOR I

SALARY RANGE	\$3143 - \$3610
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	General Services/Transportation
FINAL FILING DATE	February 5, 2016

DESCRIPTION OF DUTIES: Reports to the Automotive Pool Manager I, under the Property Controller, adheres to and executes the AEO I Transportation Resource Pool duties including duties to transport clients to and from workshops, field trips and appointments. Directly responsible for the safety of all passengers and equipment. Works individually or with a crew and works collaboratively with other departments (i.e. Laundry, Main Warehouse, Mail Room, Pharmacy, Central Supply and Property). Work collaboratively under the direction of other supervisors and direction of Property Controller or work units as workload requires. This position also requires maintaining a Class B license with "P" endorsement and a DL 51 Certificate on file with the DMV and all other certifications as required.

THIS IS A SAFETY SENSITIVE CLASSIFICATION AND IS SUBJECT TO PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING, RANDOM TESTING AND REASONABLE SUSPICION TESTING.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: AUTOMOTIVE EQUIPMENT OPERATOR I
RELEASE DATE: 12/1/15